

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending  
**29 October 1953**

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

1	1
1	5
3	0
1	24
6	30

25X1

1. No. on leave three days or more:

Records Mgt. Section-	3
Mail Control Section-	4
Records Center Sec.-	0

2. No. on special detail out of office 1. How long?

Records Mgt. Section-	0
Records Center Section-	0
Mail Control Section-	1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section-	0
Records Center	- 6
Mail Control	-11

5. Specific cases on item 4 not in previous reports. 1

 - courier

25X1

6. New applicants interviewed 1. Recruited by Personnel 1.  
Recruited by this office -.

**B. Administration and Problems**

**Records Management Section:**

General Services Office - Representatives of the Office of Comptroller, Logistics Office, Office of Training and Personnel Office were contacted this week in attempting to obtain approval of the Machine Records Branch part of the GSO Records Control Schedule. There are still some minor differences in each of these Offices to be settled

The Agency File Manual was released to the Regulations Control Staff to distribute for concurrences.

Office of Comptroller - Through case studies, the Area Records Officer has been given specific instructions in inventorying and preparing a records control schedule.

Security Office - Instructions, as described above, have also been given the Area Records Officer in the Security Office.

**Records Center Section:**

The carpenters have completed the vaulting of the four major compartments comprising the Records Center.

25X1

The move from [ ] was completed and all shelving taken from that building has now been installed in Rosslyn.

By prior agreement, the move was paid for by PBS but it was necessary for us to register a complaint because they took away the laborers before the equipment and material which was moved into Rosslyn could be set up into position for service. As a consequence, it has been necessary for Records Center personnel to work some overtime in the past few evenings.

Except for the more urgent cases, requests for reference material have been backlogged for the past few days. We are now making every effort to get on a current basis.

The last information from the supplier of the additional steel shelving ordered for the [ ] was that shipment would be made on the 26th and a crew would come in on the following day to make installation. No word has yet been received on the shipment.

25X1

**Mail Control Section:**

25X1

25X1

In a meeting between [ ] of OCD, [ ] CIA Watch Officer, and [ ] of Mail Control, it was agreed that there was no longer any need for the Staff Duty Courier to deal directly with the OCD Duty Officer. All future requests for Staff Duty Courier service will come from the CIA Watch Office.

25X1

Mail Control Section (Cont'd)

25X1

[redacted] of OCI called the Mail Control Section to request that an Agency notice be drafted informing Agency personnel of the Courier Service that is available after the normal working hours. The Courier Unit is now providing a Top Secret Staff Duty Courier to handle cables to and from the CIA Cable Branch and the IAC Agencies and to perform any service which may be required by the DCI and other key personnel. This office has received very few requests in the past for additional service.

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APPENDIX B

Week ending 29 October 1953

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images filmed-Rotary Camera	0	18,697
Flat-bed Camera	9,159	9,735
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	0	-
References to record material	124	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	774	624
Intelligence Reports	* 0	145
b. Supplemental Distribution:		
Information Reports	172	306
Intelligence Reports	83	191
Notices	1	32
Regulations	4	144
Others	0	9
c. Initial Distribution:		
Notices	3	3
Regulations	7	1.7
Others	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	5,398	5,064
Outgoing	7,110	6,537
b. Postage expended	\$ 777.91	\$ 800.12
c. Scheduled Courier trips	240	240
d. Special Courier trips	109	55.3
e. Inter-agency mail by Courier		
Incoming	1,065	956
Outgoing	961	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	0	-
Available but delayed	0	-
Not Available	0	-

\* Received but not processed, therefore, no count

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